



**Pensford Primary School**, Pensford, Bristol BS39 4AA  
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Website: www.pensfordschool.org  
Headteacher: Mr Warrick R Barton BSc (Hons), PGCE



## SCHOOL HANDBOOK

Dear Parents and Carers,

We are delighted that you have accepted a place for your child at Pensford Primary School and the Head teacher and the staff would like to say “**Welcome and thank you for choosing our school**”. We value each and every child that we have the privilege of educating and we are proud to be part of their experience of Primary School life.

This parent handbook tells you more about Pensford School – how your child will be educated, the things we value, and the ways we can work in partnership to provide the best for your children.

During the years your child is with us, we hope you will feel fully involved in all aspects of our school and your child’s education. Our parents are supportive and involved in all we do and the school is very much part of the wider and welcoming village community.

We have a hard-working, dedicated and caring team who ensure that the children are both academically challenged and feel confident to demonstrate their talents in a warm, secure, stimulating and safe environment.

We look forward to welcoming you into our school and trust that your time as part of our close-knit school community will be a happy one.

Yours sincerely

*Mr Warrick Barton*  
**Headteacher**

*Mr Nigel Chambers*  
**Chair of Governors**

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Email: office@thepartnershiptrust.com Web: www.thepartnershiptrust.co.uk

Chief Executive Officer: Mrs Emily Massey

The Partnership Trust is a charitable company limited by guarantee registered in England and Wales under No. 07728112 Registered Office: Longfellow Road, Radstock, BA3 3AL

## OUR SCHOOL, OUR COMMUNITY AND OUR HISTORY

Pensford School is a co-educational primary catering for children between the ages of 4 and 11 years. It is situated 6 miles south of Bristol on the A37. The school was established in 1915 and whilst the school buildings retain the attraction of that era (we have kept the signage of 'boys' and 'girls' entrances), the buildings have had extensive refurbishment over the past few years and provide comfortable, contemporary learning spaces. Our play and outside educational areas are periodically redesigned and developed to create a stimulating outdoor learning environment.

Pensford is a small, active and rural community. It encompasses many organisations which cater for the needs of all age groups. We work very hard to ensure that the school stays at the heart of the village by building close, supportive relationships with all stakeholders.

We are fortunate our locality offers such a wealth of educational resources: Pensford was well known in the 1500s as a market town with a prosperous clothing trade and later, in the 1700s, coal mining became important for the area. This history enables the children to learn about the past and we often go out on learning walks – making the most of all the learning opportunities the village has to offer.

The school is on the banks of the River Chew and is in the heart of the village conservation area. A large, attractive, viaduct sweeps across the valley and dominates the village skyline. This used to carry the Great Western Railway into Bristol but was abandoned in the 1960s. The 'new school' serving the villages of Publow and Pensford was opened in November 1915. Until then there had been two schools - The Church of England School at Publow and The Council School in Pensford.

## OUR VISION AND VALUES

Our vision is to be an outstanding school in the eyes of all stakeholders. To achieve excellent outcomes for pupils, we will develop and share teaching expertise within our school and - in a suitably structured way – with other partners. We will enable each child to achieve his or her personal best both now and in the future. Our pupils will be resilient in an ever-changing world. We will demonstrate unique strengths stemming from our beautiful setting by developing a cutting edge curriculum with Pensford at its heart. We will enable our pupils to know today's changing world well. They will have the resilience to keep working when challenged. They will understand how others **live and learn together** in a global community.

We use the acronym HEART to remember our school values of Happiness, Excellence, Ambition, Respect and Togetherness. We chose 'HEART' for several reasons, not least because it allowed us to put children's happiness first. The word's variety of meanings (such as 'courage', 'care' and 'centre') sit very well with what we believe in. You can read our full values statement at [www.pensford.bathnes.sch.uk/docs/Pensford\\_Values\\_Sep\\_2016.pdf](http://www.pensford.bathnes.sch.uk/docs/Pensford_Values_Sep_2016.pdf)



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## SCHOOL ORGANISATION

There are three stages within primary education:

### **The Early Years Foundation Stage**

Reception - ages 4 to 5 years

During the EYFS pupils follow areas of learning set within The Early Years Foundation Stage guidelines.

### **Key Stage 1**

Year 1 – ages 5 to 6 years

Year 2 – ages 6 – 7 years

Pupils start to follow the guidelines of the 2014 National Curriculum in Year 1. This continues until they leave the school at the end of Key Stage 2.

### **Key Stage 2**

Year 3 – ages 7 to 8 years

Year 4 – ages 8 to 9 years

Year 5 – ages 9 to 10 years

Year 6 – ages 10 to 11 years

### **Life after Pensford Primary School**

Whatever Secondary School our pupils choose at the end of their primary education we ensure the transition is as smooth as possible. Links are forged with the secondary schools well before pupils' departure from our school. We work closely with all local secondary schools to ensure a good transition for all.

### **Classes**

In our school, The Early Years Foundation Stage and The National Curriculum are delivered in mixed-age classes:

#### **Duckling Class**

*Up to 15 children in their first year of school (Reception)*

#### **Dragonfly Class**

Year 1 and Year 2

#### **Otter Class**

Year 3 and Year 4

#### **Kingfisher Class**

Year 5 and Year 6

## THE SCHOOL DAY

**Breakfast** club is open from 7:30am every morning. Children can choose breakfast from a range of cereals, porridge and toppings for toast. They can also play a variety of games from football to board games, use our computers or tablets, read or



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even do their homework! There is a reduced charge from 8am and an even cheaper rate from 8:30am (without breakfast) for those parents who just need to drop their children off a little early.

When pupils are not attending the Breakfast Club, they can come in to school from 08:45am.

### Timetable

08:45 – 08.55	Children come into school and go into their classrooms
09:00	Registration
09:05 – 09:20	Whole School Assembly
10:20 – 10:35	Morning break
12:00 – 13:00	(Reception and Key Stage 1) Lunch
12:10 – 13:00	(Key Stage 2) Lunch
15:15	End of the day (Duckling Class)
15:15	End of the day (Dragonfly Class)
15:20	End of the day (Otter/Kingfisher Class)

*(Whilst the beginning and ends of the school day are static, other timings are subject to change. We will, of course, inform you if there are any imminent alterations.)*

### Lunchtimes

We are very fortunate to have our own kitchen at Pensford School and a wonderful cook (Mrs Medcraft) who produces great lunches for our children. The pupils come in at midday to eat in their class groups, helped in those early stages by our School Meals Assistants.

**As of 2018, it has been our clear expectation that all Reception children will eat a cooked school meal every day.** This supports those children learning to try and enjoy a healthy variety of foods in school as well as at home. All dietary needs are catered for. This policy also supports their development in learning to use cutlery correctly. Meals are free for all pupils up until the end of Year 2, representing a saving to parents of approximately £400+ per year. If for any reason you feel that your child will not be able to manage having a school meal every day then please do talk to us at the earliest opportunity.

Lunchtimes are a good opportunity for children to socialise. They can play outside using our PlayPod equipment, climb and run, play ball games, sit and talk and so on. Some also choose to spend time in the library, or at our computing club which is run by the older children.

### Attendance and Punctuality

Attendance and punctuality is monitored both internally and externally by Bath and North East Somerset Council's Children Missing Education Department.

### Absence

If your child is unable to attend school please telephone the office (01761490470), or leave a message on the school answer phone, before 09:30 on the first day of absence, and subsequent days. Alternatively, you can pop into the office. If we do not hear from you by 09:30 we will telephone you to ensure that your child is in your



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care because the safety of your child is as important to us as it is to you.

Please do always tell the office staff as they need to administer the registers rather than leave verbal messages with class teachers or other members of staff.

### **Late Arrivals**

Please make every effort to be punctual so your child can settle comfortably into the school day. It can be extremely distressing for children, especially the younger ones, to be late for school as well as causing disruption for all the class. We understand that sometimes, lateness is unavoidable so, if you are running late, please come to the office and enter your child's name on the register and make a lunch choice.

Children are officially late when registration closes at 09:05 and all schools are legally required to record the time and reason.

### **Drinks**

Children up to the age of five are entitled to a free carton of milk daily. After this birthday, you may choose to purchase milk via the School Milk Scheme which can be contacted on 01934 510950. Children may bring in water (not juice or squash) in a clear, leak-proof, plastic bottle to drink in class. This is for them to drink if they feel they have a need at anytime during the day. Water is always available from our water fountains and all children can have water with lunch. Fizzy drinks, glass bottles or cans are not permitted as they do not follow our principles of being a healthy school and can be a hazard. Pupils who have packed lunches may bring in a carton of juice to accompany their meal.

### **Snacks at Break Time**

Children in Reception, Year 1 and Year 2 are offered a free piece of fruit every morning break time, provided by the government's Fruit & Vegetable Scheme. Parents can provide a vegetable or fruit snack for their child.

### **Packed Lunches**

Children may bring in a packed lunch in a named and secure box. We adhere to the principles of being a healthy school and therefore encourage healthy eating. Pupils are discouraged from bringing in foodstuffs which contain a high sugar content e.g. it is preferred for a child to bring in a chocolate-covered biscuit rather than a large, solid chocolate bar. Sweets are **not** permitted. Pupils need to bring their own spoons for yoghurts, etc.

### **School Lunches**

As mentioned before, we are very fortunate to have our own kitchen and very tasty meals are cooked on site. The majority of our children choose to eat a hot lunch! The Government provide funding for children up to the end of year 2 to receive free school meals. For the older children, we require meals to be paid for in advance using the online system 'ParentPay'. The price of a hot meal for your child is £2.60. If your child has any dietary needs, we can accommodate this providing the parent or carer writes a letter setting out the requirements. If you or your partner receives certain benefits, your child may be entitled to free school meals – the school receives funding for pupils who receive free school meals and we encourage



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parents and carers to apply - please see the School Business Manager for information about this.

**NB qualifying for free school meals also brings other financial and educational benefits to your child and so even though your child receives the national free meal scheme, it is worth applying for the benefit.**

## **Uniform**

Pensford School encourages children to take a pride in their appearance and to dress smartly. Governors and parents decided that having a school uniform is very practical and, more importantly, creates a sense of identity and of belonging to the same community. Leaflets are available from the office, but ordering must be done directly with the School Uniform Providers. Our uniforms are available from Tesco ([www.myclothing.com](http://www.myclothing.com) 0800 0699949), School Trends [www.schooltrends.co.uk](http://www.schooltrends.co.uk) and the hoodies are available from Curtis Sports ([info@curtis-sports.com](mailto:info@curtis-sports.com) 01179 723242) – forms can be obtained from the office.

### **Blouses/Shirts/Tops**

- Standard white shirts or blouses.
- Plain polo shirts in white or grey, with logo or without.
- Purple sweatshirt or purple sweatshirt cardigan with or without the school logo, but **not** with any other logo.
- Purple hoodies with the school logo

### **Footwear**

- Black school shoes with a closed toe and no heels. (Proper school shoes please, no canvas pumps.)
- For summertime white and black sandals are permitted but again, they must have a closed toe and no heels.

### **Skirts/Trousers/Shorts**

- Grey or black skirts/shorts.
- Grey pinafore dresses.
- Grey or black trousers.

### **Summer Dresses/Skirts:**

Purple checked or candy striped gingham.

### **Coats**

Pupils may wear their own coat to school or choose to wear a purple waterproof fleece (available from School Trends with the school logo).

### **PE Kit**

Children will come to school wearing their PE Kit on their PE days (including swimming days).

- White T shirt (plain white or with school logo).
- Black shorts.
- A pair of black daps or black trainers.
- Black or white socks.



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- Plain black tracksuit bottoms and/or black shorts (plain or the shadow-stripe pattern)
- Hooded sweatshirt/zipped 'Zoodie' with the school logo (available from School Trends)
- **All PE and extra clothing should be labelled**

For hygiene and safety reasons long hair should be tied back. This applies at all times to pupils, both boys and girls, with long hair; occasionally we are visited by head-lice and they spread themselves quickly.

### **Swimming Kit**

Currently, pupils in Years 3, 4 and 5, 6 attend swimming lessons at Keynsham Leisure Centre and/or Hengrove Swimming pool in terms 1, 2, 3 and 6. (This may change from year to year.)

- Swimming costume (no bikinis or tankinis)
- Swimming trunks; short-like trunks are best (we discourage long swimming trunks as they impede pupils' ability to swim well).
- Bath-size towel
- Suitable coat (light raincoat in summer)

If your child does not have the right swimming kit, it may be that they miss swimming if parents or carers can't bring it in.

### **Lost Property**

**Anything and everything brought into school from home should be named.**

Items of any value (e.g. watches) that are mislaid will be kept in the office. Items of clothing will be taken to the Lost Property boxes; the school office will advise you of their location. Any items unclaimed at the end of Term 3 and Term 6 will be included in the School Council second-hand uniform sales as we cannot store unnamed clothing indefinitely. We will do our best to reunite lost property with its owner but cannot be held responsible for any items that go missing. If it is not named, it is more likely to be lost.

We also run a 'clothes swap' scheme where parents can bring in clothes outgrown and take a uniform item in exchange from the rack in the school hall.

### **Appearance and Belongings**

Jewellery is not allowed as it can be dangerous if worn in school. However, if your child has pierced ears they can wear one pair of small stud earrings only. These must be removed or taped over for PE. Please provide your child with plasters or tape – the school cannot provide these. Watches may be worn but they must also be removed for PE. Nail varnish and make up are not to be worn in school. Long hair must always be tied back and we actively discourage dyed hair or extreme fashion hairstyles. There is no insurance cover against theft or damage to personal possessions and therefore the risk is the responsibility of the parent.

Mobile phones are only allowed in school where parents have requested that their child walks to and/or from school unaccompanied. This will normally only apply to children in Years 5 and 6. The phones must be handed in to the teacher in the morning and will be returned at the end of the day.



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## **APPROACH TO LEARNING**

As an Academy School (The Bath and Mendip Partnership Trust, i.e TBMPT or just 'The Trust'), Pensford delivers The Early Years Foundation Stage Curriculum and The National Curriculum. We focus on the key skills it contains in order to provide our pupils with a secure foundation for learning. We also emphasise development of the key personal skills that support children in becoming effective lifelong learners. We take good opportunity to encourage collaboration and outdoor learning too.

### **Core Skills**

Some skills are essential to progress and underpin all others. We strive to strengthen and extend pupils' achievement in the areas of reading, speaking and listening, writing and mathematics. We believe that success in these areas is the key to academic achievement and attainment in all others.

### **Before for Learning**

At Pensford, we encourage curiosity and active learning; pupils are aware of this process. We use a positive recognition system to help children develop behaviours that underpin confident, curious and creative learning. We believe all children have talents and gifts and their achievements are celebrated fully, to ensure all pupils want to improve and do their best to be self-motivated and independent.

### **Catering for the Needs of Individual Learners**

Work is personalised to enable children, whatever their ability, to take full advantage of the curriculum and to optimise their learning. We try to ensure all pupils' learning is provided in a series of steps, each one appropriate to them, and achievable. Learning throughout the school is structured to ensure that the capabilities of all children are extended and encouraged.

### **Special Educational Needs**

The school follows the 2014 Code of Practice which gives guidance on how to identify, assess and make provision to meet children's special educational needs. We aim to provide an appropriate education for children of all abilities. If a child has a particular difficulty this is reviewed regularly and parents are always fully informed and invited to work with us towards achieving the targets set for their children. Sometimes guidance and support are sought from an outside agency or specialist e.g. educational psychologist, speech and language therapist, etc.

Most children's needs are met by teaching provision from within the school. However, in a few cases, a Statutory Assessment from the Local Authority may be necessary. This could lead to an Educational Health Plan and extra resources would be allocated.

The Special Needs Coordinator oversees the progress of the pupils identified as having learning difficulties.

### **Homework**

The school expects parents to work as co-educators of their children. Homework is a very important part of a child's education. Children benefit greatly from the mutual



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support of parents and teachers in encouraging them to learn both at home and at school. We believe that homework is one of the main ways in which children can acquire the skill of independent and creative learning.

That said, we take an approach that is flexible according to the time that parents have to support learning at home. A 'menu' of activities is provided termly and children and their families can choose from this, completing the activities and tasks when time allows.

Alongside this, children need to practise reading at home very regularly and reading records are checked weekly. Also, the learning of spelling and multiplication tables (for children in Y2 upwards) are activities that we ask parents to support.

Homework should certainly not prevent children from taking part in the wide range of out-of-school clubs and organisations that play an important part in the lives of many children. We are well aware that children spend more time at home than at school, and we believe they develop their skills, interests and talents to the full only when parents encourage them to make maximum use of the experiences and opportunities that are available outside of school. We update our homework policy annually.

## THE CURRICULUM

The National Curriculum is divided into sections according to the age of the children. Core elements in English and Maths are prescribed by year groups, while other areas are divided into 'phases' (Early Years, Years 1&2, Years 3&4 and Years 5&6).

### The Early Years Foundation Stage (EYFS)

The EYFS begins when children reach the age of three, and the last year of it is called the 'Reception' year, which is when they start school. It is a time when children continue their early learning in a more formal setting but based on a range of learning experiences and led by the child's interests.

Well-planned play is a key way in which children learn with enjoyment and challenge. The Foundation Stage also prepares children for learning in Key Stage 1 and the National Curriculum.

The EYFS curriculum is organised into seven areas of learning:

- Communication and language
- Physical development
- Personal, social and emotional development
- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design

### The National Curriculum

The National Curriculum consists of the *core subjects* (English, Maths and Science) and the *foundation subjects*: Art & Design, Computing, Design & Technology, Languages, Geography, History, Music, and Physical Education (PE). 'Languages'



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is also compulsory at Key Stage 2 and at Pensford we currently teach Spanish throughout the school.

## **English**

English is taught every day, either as a discrete subject or linked to other curriculum areas or topics. The four areas of Speaking, Listening, Reading and Writing are taught to instil a love of creativity and communication in many different forms. Your child will be given the opportunity to develop their speaking and listening skills through a wide range of structured activities in class, as well as through performances at assemblies, plays and in debates. There is an emphasis placed on reading and developing a love of books, and while the children start off using popular schemes in Key Stage 1, they soon move on to selecting books that inspire them in Year 3, which have been carefully grouped according to difficulty and age appropriateness. Your child will be given plenty of opportunity to write, as writing is a priority for us as a creative school, and the children will be encouraged to explore the many forms of writing. We ensure there is always a purpose and an audience for the writing to make sure the children feel excited by their work. Spelling, punctuation and grammar, handwriting and presentation are taught daily both as part of the English Lesson and as a discrete subject.

## **Mathematics**

A range of Maths skills are taught daily, these include arithmetic, mental maths and problem solving. Children are taught standard written methods of calculation and a range of problem solving and reasoning skills. The pupils start out by developing their mental calculation strategies through the use of practical resources and to develop an understanding of the place value of numbers. We actively encourage and model the use of resources and pictorial representation of maths before moving onto the abstract form in all year groups. This ensures the children have a more in-depth understanding of mathematical concepts.

We link maths to the topic areas of learning as much as possible and give pupils at all ages real life experiences of maths. Teachers are always developing creative and exciting ways of approaching topics, often learning through songs and games, as well as providing time to practise skills.

## **Creative Curriculum**

We have adopted a topic or theme-based curriculum where the core and foundation subjects are merged as much as possible, to create a child-friendly and creative context in which to learn.

In order to truly excel at a task, pupils must be inspired so, prior to the start of a new topic, we harness pupils' enthusiasm by asking how they would like to learn about it. From the outset, children are encouraged to develop their own questions and to answer them as independently as possible. Different classes plan different and inspiring ways to capture the imagination of pupils; competitions, school trips, projects, themed days and weeks, inviting visitors into school, and providing real-life experiences are examples of how we motivate pupils to learn.

## **EXTRA CURRICULAR ACTIVITIES**

**We endeavour to offer a range of extra curricular activities to deepen**



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**children's interests, extend their talents or to just 'have a go' at something new. By attending any of these sessions, pupils learn to push themselves independently and to realise what is meant by making a commitment to an endeavour.**

### **Breakfast Club / After School Clubs**

We have a breakfast club which runs daily from 07:30 to 08:45 and you can bring your child to the school and they will receive breakfast and be cared for by an experienced Play Leader. We signpost families to various After School Clubs, which are delivered by outside agencies – all organisers are vetted but it is the parents/carers responsibility to check credentials/first aid qualifications, etc. The clubs run on every evening after school finishes to either 4.15pm or 4.30pm (full information is available from the Office). For example, the children have enjoyed attending a Science Club, a Music Club, a Cooking Club and various Sports Clubs.

### **Music Lessons**

Specialist music lessons are available throughout the year provided by a peripatetic teacher from Bath & North East Somerset's Music Service. The cost varies dependent upon the uptake of the club; because lessons are self-funding, we do need to ask children to make a commitment to taking part for a whole year. It is possible to purchase musical instruments at a reduced cost through the school's purchasing scheme if these are to be used by the child in school. Tuition for other instruments may be available if sufficient children are interested.

## **ATTAINMENT AND PROGRESS**

**Our first aim is to provide a positive learning environment enabling each child entrusted to our care to achieve their individual best.**

We aim to keep you updated with your child's attainment and progress against national expectations. The school aims to ensure that their performance is exceeding national averages and in 2017 and 2018 our Key Stage 2 results put us easily in the top 5% of schools nationally for progress. Pupil achievement is tracked as they progress through the school.

### **School Reports**

Parents receive verbal reports at parents' evenings in the autumn and spring. In the summer, a written report is provided for each child – together with an opportunity to discuss this report with the class teacher.

## **PARTNERSHIPS**

### **Keeping in Touch**

At Pensford School we value the close relationship with our families and all parents/carers are encouraged to play an active role in the education of their children. We believe that close links between home and school enhance the children's education and the community as a whole.

Parents and carers are always welcome in school and we have a weekly newsletter that is published on a Friday on the school website [www.pensford.bathnes.sch.uk](http://www.pensford.bathnes.sch.uk).



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If you do not have access to the internet, please discuss this with the school office.

You can also keep in touch using the Class Dojo App that we use. When your child joins you can request log-in details for this from the school website.

### **Availability of Staff**

Staff are available for a meeting at end of the school day or by appointment. If your concern is more detailed, please make an appointment with the teacher through the school office. Consultation meetings for parents/carers are held each term, and provide an opportunity to talk about your child with the class teacher.

### **Home-School Agreement**

The Government requires all schools to have a Home-School Agreement which is to be signed by the child, parent and head teacher.

Our agreement was drawn up after consultation with parents, governors and staff and incorporates the values we feel our school represents.

### **Parents and friends helping in school**

We are very fortunate in having parents and friends of the school who are willing to share their talents and time to help in a wide variety of activities. At present the classes have extra support with reading and maths, and educational visits. We visit the beautiful local area for a range of educational activities.

We would be very interested if you would like to help in any way – especially if you have a special talent or enthusiasm, as it may be something new the pupils could experience. All volunteers and helpers are required to receive clearance from the Disclosure and Barring Service before working with children. The School Administrator will help you complete these forms.

### **Parent Teacher Association**

We have a thriving and enthusiastic PTA which organises a range of events throughout the year. The organisation is not just purely for fundraising but provides social opportunities for families to have fun together. Popular activities in the past have included a family music quiz, Christmas Fair and end of year celebration. The PTA is also involved in village events – such as the annual Fun Run, which adds to the community spirit of the school.

The Parents and Friends also provide us with those valuable extras that could not be afforded from the school budget through the money they raise. Recently this has involved the whole school seeing a theatrical show, replenishing our stocks of ICT equipment and creating a new library.

Every parent is a member and entitled to attend meetings. The dates of the meetings are advertised on the school website. Many hands make light work and meetings are not just business! If you would like to help in any way, please enquire at the school office.

### **Citizens of the future and the wider community**

We try to prepare the children for their future role in society by raising awareness of



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their responsibilities within our community and the wider world. We work through a variety of topics aimed at their personal, social, moral and health education.

We link with other local schools, both primary and secondary, to share experiences such as sporting events, music events and others, including Maths challenges.

We regularly support charitable events and the children are encouraged to organise fund-raising independently for needy causes of their own choosing.

We try to raise awareness and an understanding of other cultures by inviting visiting musicians, dancers and speakers into school.

## **HEALTH, SAFETY & WELFARE**

A committee of governors, the head teacher and staff members meet regularly to inspect and report upon the safety of the school premises. Any necessary actions are taken following these meetings.

### **Welfare**

The School Nurse makes visits to the school at our request and to carry out national initiatives such as flu vaccinations. Parents/carers are asked to complete a form when a child starts at this school, giving basic health information. You are welcome to contact Keynsham Clinic if you need any advice or information, and they are able to make referrals to other agencies in consultation with you.

The Officer for Children Missing Education regularly examines the registers and to check on attendance. She is also always willing to give help with claims for Free School Meals or any other matters.

Other Agencies, such as Educational Psychology and Speech & Language Therapy, may be called in for support after consultation with parents.

## **MEDICAL AND ILLNESS**

### **First Aid and Emergency Contact**

Basic first aid is given at school if a child has a minor accident. In case your child suffers a minor injury, we will keep you informed by text as well as face to face at the end of the day. However, if your child becomes unwell or has a more serious accident we will contact you as soon as possible. It is therefore extremely important that the information we keep relating to your child is kept up-to-date regarding contact numbers.

### **Medical and Dental Appointments**

Routine appointments should be made for after school or holidays as much as possible and it is preferable if the child can attend registration before any appointment. If a medical visit is essential and means your child will miss part of the school day, please bring your appointment card/letter to the office as we are required to see it.



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## Medicines

School staff are permitted to administer medicines, on receipt of a signed form (available from the office and the website). Children are not permitted to bring non-prescription medication into school, e.g. throat sweets. Prescribed medication (e.g. an inhaler) can be brought into school with prior agreement. In exceptional cases, where there is a need for long-term prescribed medication, e.g. epilepsy or asthma, it may be possible to make appropriate arrangements and the school has policies in place to offer support to these children.

## Not able to take part in normal school activities?

Should your child have a condition, illness or injury which means s/he could come into school but should not take part in any sporting activities please put this in writing and make the class teacher aware of the information it contains.

## QUESTIONS, COMPLAINTS AND COMPLIMENTS

The school promotes and welcomes positive dialogue between parents, teachers, the head teacher and governors. Parents are encouraged to bring any questions, concerns, complaints or compliments to the school's attention as quickly as possible, so that problems can be resolved productively in their early stages. A copy of our complaints' procedure is available from the school office or on our website.

## STATUTORY OBLIGATIONS

### Documents

There are many documents available for you to study any time in school. They are kept in the school office so please ask our office staff to make them available to you if need be. They include:

- School policy statements, including those pertaining to religious education, sex education and child protection;
- The school prospectus

Some of these are available on our website: [www.pensford.bathnes.sch.uk](http://www.pensford.bathnes.sch.uk)

We also comply with the following Bath & North East Somerset policies:

- **NO SMOKING** is allowed anywhere on the premises.
- **NO DOGS** are allowed on the school grounds for safety and hygiene reasons.

## JOINING PENSFORD SCHOOL COMMUNITY (ADMISSIONS)

### What do you have to do?

First, make an appointment to come and visit us, if you would like to. You can have a look around the school and ask us any questions that you have.

Further information about admissions is available on our website at [www.pensford.bathnes.sch.uk/school-admissions/](http://www.pensford.bathnes.sch.uk/school-admissions/)



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In order that your child can be considered for entry to school during the school year starting September, you must submit your application by a date given by the local authority, which is generally in the January of the year in which your child will be starting school.

### **New Reception Parents**

Towards the end of Term 5, before the children start, we shall notify you about an induction evening for parents. This meeting will give you an opportunity to visit again, meet the school staff who will care for your child and meet other parents. We will go through all the entry procedures and answer any of your queries.

In Term 6, there will also be opportunity for children to spend time in their new class and meet the children who will be their friends when they start school as well as their 'Buddies' from Year 6.

### **Starting School for the First Time**

We start full time from day one, however, the school day can seem very long for a child starting school so if you feel your child won't cope with full school days for the first few weeks, please arrange to speak with the class teacher to discuss how to go forward.

### **What can you do?**

In preparing your child for the big step towards independence at school it would be very useful if you could practise these tasks:

- putting on and removing outdoor clothes and hanging them on a hook
- using the toilet independently
- washing and drying their hands
- using a knife and fork

.....and try not to worry 😊

For the first two terms in particular, children may get very tired so please ensure that they go to bed at a reasonable time; don't be concerned if they haven't got the energy to tell you much about their busy day! If you have concerns, please talk to the class teacher.

Emergency information can be passed on first thing in the morning but the teacher will have more time to discuss issues at the end of the day. The head teacher will always be pleased to see you. Please make appointments through the office.

All children starting in our school are given a buddy to help them find their way around and feel at ease as quickly as possible. This system works well and children quickly form good relationships.

### **Arrangements for the Admission of Pupils with Disabilities**

It is the policy of the school that all such pupils seeking admission will be admitted and encouraged to join in all activities of the school, subject to specific conditions that might apply in their situation. The school is committed to inclusion and has a personal, social, health and moral education programme designed to promote



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acceptance of each other's differences regardless of gender, age, disability, ethnic background or religion.

We realise entrance to our site for pupils and visitors is not easy. Our accessibility plan ensures we do all we can to accommodate those who may have a disability. If you have any concerns, please contact the Headteacher who will discuss your need with you and contact the local authority, if necessary.

### **Educational visits and charging policy**

At the beginning of every school year, you will receive a letter asking for permission to take your child(ren) out and about in Pensford and also for them to take part in other cluster school events.

During the year we arrange visits that are linked to the children's work, enrich the curriculum we provide and benefit the children greatly. Since the 1988 Education Reform Act, we have not been able to charge for them but we do ask for voluntary contributions to cover or help meet the cost of trips. The Governing Board's policy statement on charging and remissions is available for you to read at school.

Parents are asked to make payments towards the cost of transport and the cost of various outings. Individual music tuition and any clubs which require expert input or purchase of specialist materials have to be funded by parents and carers. If you do not want your child to miss such activities but are having difficulties finding the funds, please make an appointment to speak to the head teacher in confidence.

Years 5 and 6 children also have the opportunity to go on a residential visit sometime during the summer term. Activities vary according to the venue but have included archery and fencing as well as abseiling, climbing, snorkelling, mountain biking, dragon-boat racing and more. We try to operate schemes that allow plenty of time to spread payments for the residential trips.

We also invite theatre, arts, sports and music groups to share their talents and provide exciting experiences for the children within school. In the recent years we have had music, story telling, poetry, science, badminton, cricket, tennis, African dance and drumming workshops and coaching to stimulate and develop the children's interests.

The children also have occasional opportunities to cook. If the finished product is taken home, we may sometimes ask for a contribution towards the cost of the ingredients.

(Also see our Charging policy, which is available on our website or by contacting the school office).

### **Complaints' Procedure**

Every effort is made to ensure that each child receives a high standard of education and care at the school. However, there may be an occasion when parents or carers wish to raise a concern or make a complaint. Our complaints procedure policy is available in the school office and our website.



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## APPENDIX I

### Abbreviations

From time to time we may use abbreviations that are very familiar to us so we have compiled a list of common ones. Please ask us to explain if we talk in jargon that you find confusing. Some of the following may help.

B&NES	Bath & North East Somerset Council / Local Authority
Duckling	EYFS
Dragonfly	Years 1 and 2
Otter	Years 3 and 4
Kingfisher	Years 5 and 6
CMES	Children Missing Education Service
DfE	Department for Education
EYFS	Early Years Foundation Stage
FHTT	Family Holiday Taken in Term Time
ICT	Information & Communication Technology
IEP	Individual Education Plan
INSET	In-Service Training of Teachers
KS1	Key Stage 1 (ages 5-7)
KS2	Key Stage 2 (ages 7-11)
LA	Local Authority (Bath & North East Somerset)
LSA	Learning Support Assistant
NC	National Curriculum
NLS	National Literacy Strategy
NNS	National Numeracy Strategy
OfSTED	Office for Standards in Education
PE	Physical Education
PN	Penalty Notice
PSHE	Personal, Social, & Health Education
RE	Religious Education
SAT	Standard Assessment Task
SDP	School Development Plan
SEND	Special Educational Needs and Disability
SENCO	Special Educational Needs Coordinator
SMSA	School Meals Supervisory Assistant



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